U.S. GENERAL SERVICES ADMINISTRATION



"JOIN OUR TEAM AND SERVE YOUR COUNTRY AGAIN"

The U.S. General Services Administration (GSA): GSA employees leverage the buying power of the Federal government to acquire best value for taxpayers and our federal customers. We exercise responsible asset management. We deliver superior workplaces, quality acquisition services, and expert business solutions. We develop innovative and effective management policies. GSA has been repeatedly named by the Partnership for Public Service as one of the "Best Places to Work in the Federal Government." For information on the survey, please visit: www.bestplacestowork.org.

MANY AVAILABLE POSITIONS: WASHINGTON DC METROPOLITIAN AREA

JOB SERIES	POSITION Title	GRADE LEVEL	DESCRIPTION
0301	Customer Service	GS-7 thru 13	 Develops leads and opportunities through participation at regional events, market research, and referrals. Maintains contacts and close working relations with assigned customer agencies.
0340	Program Manager Officer	GS-15	 Plans, manages, directs and coordinates the programs and activities relating to the management of delivery of strategic solutions to Federal agency customers worldwide. Develops and implements plans for expanding the local and national client base for the Integrated Technology Services' strategic solutions programs.
0343	Program Analyst	GS-9 thru 15	 Duties include performing analytical studies, quantitative and qualitative program analysis. Strategic assessment, organizational performance measures, related financial data, and performance management processes, and Assisting in developing computational and statistical reports.
0344	Management Assistant	GS-5	 Performs special and recurring studies relating to administrative management projects, such as FAS Fleet management, space reconfigurations, and space utilization. Applies clerical or technical techniques to identify, consider, and resolve a wide variety of uncomplicated operational problems.

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0501	Financial Management Analyst	GS-7 thru 12	 Duties consist of but are not limited to financial analysis and planning, tracking expenditures, preparing reports and financial statements, and participating in special projects.
0801	Interdisciplinary	GS-13	Represents the Director within industry association
			teams and committees, which develop and promulgate technical standards used in the manufacture and testing of products procured by FAS. Frequently represents GSA as an official spokesperson for their activity, or the government's interests.
			 Participates with higher-level management in formulating long-range plans. Provides input and recommendations concerning ongoing projects, significant trends, recurring problems and recommended or proven solutions for significant projects.
0896	Industrial Engineer	GS-12 thru 13	 Develop professional industrial engineering programs and projects to achieve optimum utilization of GSA supply distribution systems. Direct complex projects by identifying operational problems, developing alternative solutions, and recommending appropriate actions. Design and develop integrated physical distribution systems at supply distribution facilities nationwide, including supply depots, export operations and customer supply stores.
1101	Business Management Specialist	GS-11 thru 14	 Preparing and conducting market research, analytical studies, reports, briefings and informational memorandum containing concise findings. Developing strategies for the evaluation of the effectiveness of the assignment in support of the goals and operation of FAS supply programs.

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1102	Contract Specialist	GS-7 thru 12	 Duties will consist of learning acquisition preaward and postaward functions which include performing industry analysis, developing acquisition plans, negotiating contracts, recommending and making contracts awards. Duties include performing analytical studies, quantitative and qualitative program analysis. Strategic assessment, organizational performance measures, related financial data, and performance management processes, and Assisting in developing computational and statistical reports.
1104	Property Disposal Officer	GS-15	 Manages the Division in accordance with programs, policies, procedures, and goals established by Central Office and the Regional Commissioner, FAS. Makes modifications as needed to organizational staffing plans to meet program needs.
2003	Supply Systems Analyst	GS-7 thru 12	 Will play an important role in managing supplies for Federal civilian agencies and the United States military world-wide. Analyze, develop, and make recommendations on new programs and improvements to the supply system
2130	Traffic Management Specialist	GS-7 thru 14	 Duties include but are not limited to reviews and researches customer needs and transportation problems to determine the most appropriate vehicle and/or solution to satisfy requirements. Reviews vehicle records to ensure vehicle repairs and maintenance occur timely. Based on vehicle records and information like utilization, age, and mileage, makes recommendations on which vehicles should be retained or replaced.
2150	Transportation Operations Ofcr		 Providing technical and managerial direction for GSA motor equipment management and operational programs in the Mid-Atlantic Region. Establishing goals and objectives for the Fleet Management Division. Determining and implementing effective work methods and procedures, organizational structures, management controls, and information and documentation systems.

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2210	Information Technology Specialist	GS-7 thru 12	 Duties and responsibilities involve Information Technology (IT) support and assistance in the procurement of IT products and/or services to clients or prospective customers. Reviews requests for IT equipment, systems and design services. Reviews and performs limited studies on changing hardware, software and industry standards.

Eligibility Requirements:

- Proof of Disability This proof may be in the form of documentation obtained from licensed medical professionals, state or private vocational rehabilitation specialists, or any Government agency that issues or provides disability benefits.
- Certification of Job Readiness This certification of job readiness may be obtained from the same individuals that provided the proof of disability. The certification may be on the same documentation as the proof of disability or it may be a separate document.
- More information on eligibility requirements for these special hiring authorities is available on http://www.opm.gov/disability/Laws.asp

Key Requirements:

- Many positions may require relocation where relocations expenses will not be paid
- Must be a U.S. Citizen

Enjoy great benefits as you make a difference

- Career paths with plenty of room to move and grow
- ✓ Flexible work schedules for a better work-life balance
- Excellent array of medical and dental plans
- ✓ Transportation subsidy

- Credit for active duty U.S. military service for leave accrual rate and retirement eligibility
- ✓ High-level trainings and certifications that will follow you anywhere you go
- √ 401(k)-like retirement benefits that stay with you throughout your career Life Insurance and Long Term Care

Insurance

 Enjoy 10 paid holidays and 13 paid vacation days the first year (leave accruals increase based on years of service)

How to Apply: Please forward your resume, cover letter and required disabilities supporting documents by close of business, August 13, 2010, to: fasjobs@gsa.gov with Subject line: GSA People with Disabilities Hiring Initiative. Please indicate in your email what position(s) (i.e., title and grade(s)) you are applying for based on the qualification requirements described above. Applications are reviewed immediately when they are received for qualification and then referred to hiring managers for further consideration.

Reasonable Accommodations: GSA provides reasonable accommodations to applicants and employees with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please email fasjobs@gsa.gov. Reasonable accommodation decisions are made on a case-by-case basis.

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Equal Opportunity Employer: All eligible and qualified candidates will be considered regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or other non-merit factors.